

**FORM P(1): SITE PLAN REVIEW – E.P.C. PUBLIC HEARING**

**SITE DEVELOPMENT PLAN FOR SUBDIVISION**

**IP MASTER DEVELOPMENT PLAN**

- \_\_\_ Scaled site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **30** copies for EPC public hearings.  
For IP master development plans, include general building and parking locations, and design requirements for buildings, landscaping, lighting, and signage.
- \_\_\_ Site plans and related drawings reduced to 8.5" x 11" format
- \_\_\_ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- \_\_\_ Letter briefly describing, explaining, and justifying the request
- \_\_\_ Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
- \_\_\_ Completed Site Plan for Subdivision and/or Building Permit Checklist
- \_\_\_ Sign Posting Agreement
- \_\_\_ TIS/AQIA Traffic Impact Study form with required signature
- \_\_\_ Fee (see schedule)
- \_\_\_ Any original and/or related file numbers are listed on the cover application

EPC hearings are approximately 7 weeks after the filing deadline. Refer to schedule. **Your attendance is required.**

**SITE DEVELOPMENT PLAN FOR BUILDING PERMIT**

**SITE DEVELOPMENT PLAN and/or WAIVER OF STANDARDS FOR WIRELESS TELECOM FACILITY**

- \_\_\_ Site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **30** copies for EPC public hearings.
- \_\_\_ Site Plan for Subdivision, if applicable, previously approved or simultaneously submitted. (Folded to fit into an 8.5" by 14" pocket.) **30** copies for EPC public hearings.
- \_\_\_ Site plans and related drawings reduced to 8.5" x 11" format
- \_\_\_ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- \_\_\_ Letter briefly describing, explaining, and justifying the request
- \_\_\_ Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
- \_\_\_ Sign Posting Agreement
- \_\_\_ Completed Site Plan for Subdivision and/or Building Permit Checklist
- \_\_\_ TIS/AQIA Traffic Impact Study form with required signature
- \_\_\_ Fee (see schedule)
- \_\_\_ Any original and/or related file numbers are listed on the cover application

**NOTE:** For wireless telecom facilities (administrative reviews that have been referred to the EPC, or requests for waivers of requirements) the following materials are required in addition to those listed above for application submittal:

- \_\_\_ Collocation evidence as described in Zoning Code §14-16-3-17(A)(5)
- \_\_\_ Notarized statement declaring # of antennas accommodated. Refer to §14-16-3-17(A)(10)(d)2
- \_\_\_ Letter of intent regarding shared use. Refer to §14-16-3-17(A)(10)(e)
- \_\_\_ Letter of description as above also addressing concealment issues, if relevant. Refer to §14-16-3-17(A)(12)(a)
- \_\_\_ Distance to nearest existing free standing tower and its owner's name if the proposed facility is also a free standing tower
- \_\_\_ Registered Engineer's stamp on the Site Development Plans
- \_\_\_ Office of Community & Neighborhood Coordination inquiry response as above **based on ¼ mile radius**

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**AMENDED SITE DEVELOPMENT PLAN FOR SUBDIVISION**

**AMENDED SITE DEVELOPMENT PLAN FOR BUILDING PERMIT**

- \_\_\_ Proposed amended Site Plan (folded to fit into an 8.5" by 14" pocket) **30** copies for EPC public hearings
- \_\_\_ DRB signed Site Plan being amended (folded to fit into an 8.5" by 14" pocket) **30** copies for EPC public hearings
- \_\_\_ DRB signed Site Plan for Subdivision, if applicable (required when amending SDP for Building Permit) **30** copies for EPC public hearings
- \_\_\_ Site plans and related drawings reduced to 8.5" x 11" format
- \_\_\_ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- \_\_\_ Letter briefly describing, explaining, and justifying the request
- \_\_\_ Letter of authorization from the property owner if application is submitted by an agent
- \_\_\_ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
- \_\_\_ Sign Posting Agreement
- \_\_\_ Completed Site Plan for Building Permit Checklist (not required for amendment of SDP for Subdivision)
- \_\_\_ TIS/AQIA Traffic Impact Study form with required signature
- \_\_\_ Fee (see schedule)
- \_\_\_ Any original and/or related file numbers are listed on the cover application

EPC hearings are approximately 7 weeks after the filing deadline. Refer to schedule. **Your attendance is required.**

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

\_\_\_\_\_ Applicant name (print)

\_\_\_\_\_ Applicant signature / date



Form revised **October 2004**

- Checklists complete      Application case numbers
- Fees collected              \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- Case #s assigned            \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- Related #s listed            \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ Planner signature / date  
**Project #**

